

# Retention and Classification Report

**Agency:** Logan (Utah). Parks and Recreation (2981)

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## **Records Officer**

28117	Cemetery burial card files
28125	Cemetery burial-transit permits
28119	Parks and Recreation Advisory Board minutes

**AGENCY:** Logan (Utah). Parks and Recreation

**SERIES:** 28117

3

**TITLE:** Cemetery burial card files

**DATES:** 1861-

**ARRANGEMENT:** Alphabetical by name of deceased individual.

**DESCRIPTION:**

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

**AUTHORIZED:** 09/20/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

This series has permanent administrative and historical value as documentation of individuals buried in the cemetery.

**AGENCY:** Logan (Utah). Parks and Recreation

**SERIES:** 28117

**TITLE:** Cemetery burial card files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Logan (Utah). Parks and Recreation

**SERIES:** 28125

3

**TITLE:** Cemetery burial-transit permits

**DATES:** 1974-

**ARRANGEMENT:** Chronological by burial date.

**DESCRIPTION:**

This series contains permits allowing the transport and burial or disposal of a dead body. These permits were issued by the state where the individual died and state law required that the cemetery sexton receive such a permit prior to allowing "burial or other disposition of a human body". The sexton was directed to retain these permits. Most of the permits in this series were issued by the Utah State Division of Vital Statistics, but some were issued by other states. The permits typically record such information as the name of the deceased, sex, race, date and place of birth, date and place of death, place of residence, method of disposal, cemetery information, funeral director information, and date of burial.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical Legal

This series has historic value as documentation of the operation of the Logan Cemetery and of the individuals buried in the cemetery.

**AGENCY:** Logan (Utah). Parks and Recreation

**SERIES:** 28125

**TITLE:** Cemetery burial-transit permits

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Logan (Utah). Parks and Recreation

**SERIES:** 28119

3

**TITLE:** Parks and Recreation Advisory Board minutes

**DATES:** 1997-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain 30 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**AGENCY:** Logan (Utah). Parks and Recreation

**SERIES:** 28119

**TITLE:** Parks and Recreation Advisory Board minutes

(continued)

**FORMAT MANAGEMENT:**

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Computer data files: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 27 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 27 years and then transfer to State Archives with authority to weed.

Sound recordings: Retain in Office for 1 year after approval of the written minutes and then erase provided any related litigation has been resolved.

**APPRAISAL:**

Administrative Historical  
Minutes have ongoing evidentiary and research value.

**PRIMARY CLASSIFICATION:**

Public